DOCUMENT RESUME

ED 380 738 CG 026 152

TITLE	Project Application Guidelines for Alcohol and Other Drug Abuse Program Funding. Student Services, Prevention, and Wellness Team. Bulletin No. 95202.
INSTITUTION	Wisconsin State Dept. of Public Instruction, Madison. Bureau for Pupil Services.
PUB DATE	Jan 95
NOTE	93p.
AVAILABLE FROM	Bureau for Public Services, Wisconsin Dept. of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707-7841.
PUB TYPE	Guides - Non-Classroom Use (055)
EDRS PRICE	MF01/PC04 Plus Postage.
DESCRIPTORS	Adolescents; *Alcohol Abuse; Children; *Drug Abuse; Early Intervention; Elementary Secondary Education; *Financial Support; *Grants; Guidelines; Prevention; Program Guides; *Programs; *State Programs
IDENTIFIERS	Drugs; *Wisconsin

ABSTRACT

This publication provides information and application forms for alcohol and other drug abuse (AODA) funding. The contents include the following: Framework for Student Services, Prevention and Wellness; Abstracts of AODA Grants; Timetable for Grants; Criteria Applicable to all State AODA Grants; Criteria Specific to Aoda Program Grant; AODA Programs Project Grant Application;Criteria Specific to After School/Summer School Grant; AODA Programs Project Grants for After School and Summer Program Application; Criteria Specific to Families and Schools Together Grant; Criteria Specific to DARE Grant; AODA Programs Project Grants/Families and Schools Together Application; AODA Programs Project Grants/DARE Application; Grant Criteria Alcohol/Traffic Safety (ATS) Grant Program; ATS Grant Program Application; Checklist for Reviewing Grants Before Submission; Budget Category Definitions; General Fiscal Requirements for State AODA Grants; Reports and Forms; Wisconsin Elementary and Secondary School Accounting System Fund, Source, and Project Numbers for State AODA Grants. Six appendices offer various report and request forms, and lists of individuals associated with the above programs. (RJM)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

Project Application Guidelines for Alcohol and Other Drug Abuse Program Funding

Student Services, Prevention, and Wellness Team

Wisconsin Department of Public Instruction
John T. Benson, State Superintendent
Madison, Wisconsin

This publication is available from

Bureau for Pupil Services
Wisconsin Department of Public Instruction
125 South Webster Street
P.O. Box 7841
Madison, WI 53707-7841
(608) 266-8960

January 1995

Bulletin No. 95202

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Printed on recycled paper.

Table of Contents

	Page
Framework for Student Services, Prevention and Wellness	1
Abstracts of Alcohol and Other Drug Abuse (AODA) Grants	3
Timetable for Grants	5
Criteria Applicable to All State AODA Grants	6
Criteria Specific to AODA Program Grant—PI-1816	7
Alcohol and Other Drug Abuse Programs Project Grant Application—PI-1816	10
Criteria Specific to After School/Summer School Grant—PI-1814	25
Alcohol and Other Drug Abuse Programs Project Grants for After School and Summer Program Application—PI-1814	28
Criteria Specific to Families and Schools Together Grant—PI-1813	40
Criteria Specific to DARE Grant—PI-1828	40
Alcohol and Other Drug Abuse Programs Project Grants/Families and Schools Together Application—PI-1813	42
Alcohol and Other Drug Programs Project Grants/Dare Application—PI-1828	54
Grant Criteria Alcohol/Traffic Safety (ATS) Grant Program—PI-1705	65
Alcohol/Traffic Safety Grant Program Application—PI-1705	66
Checklist for Reviewing Grants Before Submission	73
Budget Category Definitions	74
General Fiscal Requirements for State Alcohol and Other Drug Abuse (AODA) Grants	75
Reports and Forms	76
Wisconsin Elementary and Secondary School Accounting System Fund, Source, and Project Numbers for State AODA Grants	78

Appendixes

A. Student Services, Prevention and Wellness Team	80
B. CESA AODA Education Network Facilitators	81
C. CESA Human Growth and Development Coordinators	82
D. 51.42 Unified Services Boards	83
E. PI-1086 Program Fiscal Report Form	84
F. PI-1824 Budget Change Request Form	86

Framework for Student Services, Prevention, and Wellness

The Framework for Student Services, Prevention and Wellness is a multistrategy approach which seeks to organize a school's efforts to address the entire range of youth risk behaviors into a comprehensive and integrated framework which is an integral part of the school's overall mission. (See Figure 1) Central to the concept of this framework is its ability to encompass existing models and orientations such as a comprehensive AODA program and others. The framework does not dictate any of them as being primary and can serve as a vehicle through which people with different models and orientations can come together at a common table. Districts may use the framework as is or create a local framework to articulate the connections among programs and services the school has implemented to address youth risk behaviors.

The ultimate goal of any framework is to help students become **resilient and successful lifelong learners.** Resilient youth are able to succeed, thrive and remain healthy even in the midst of major problems and challenges. These learners are nurtured in a **learning environment that is concerned with the whole child.** Schools strive to achieve a positive learning environment which may be characterized by some or all of, but not limited to, the following elements: a local vision and leadership, school teams utilizing shared decision-making, student information and input, village partnerships, outreach to parents and community, integrative learning approaches, support for extracurricular opportunities, equity across all programming, and smooth school to work transitions. While these features are not traditionally viewed as prevention programs, they do contain elements which promote protective factors in the school environment. Protective factors are those conditions within the environment which help prevent youth risk behavior involvement. These include caring relationships, high expectations, and opportunities for meaningful participation.

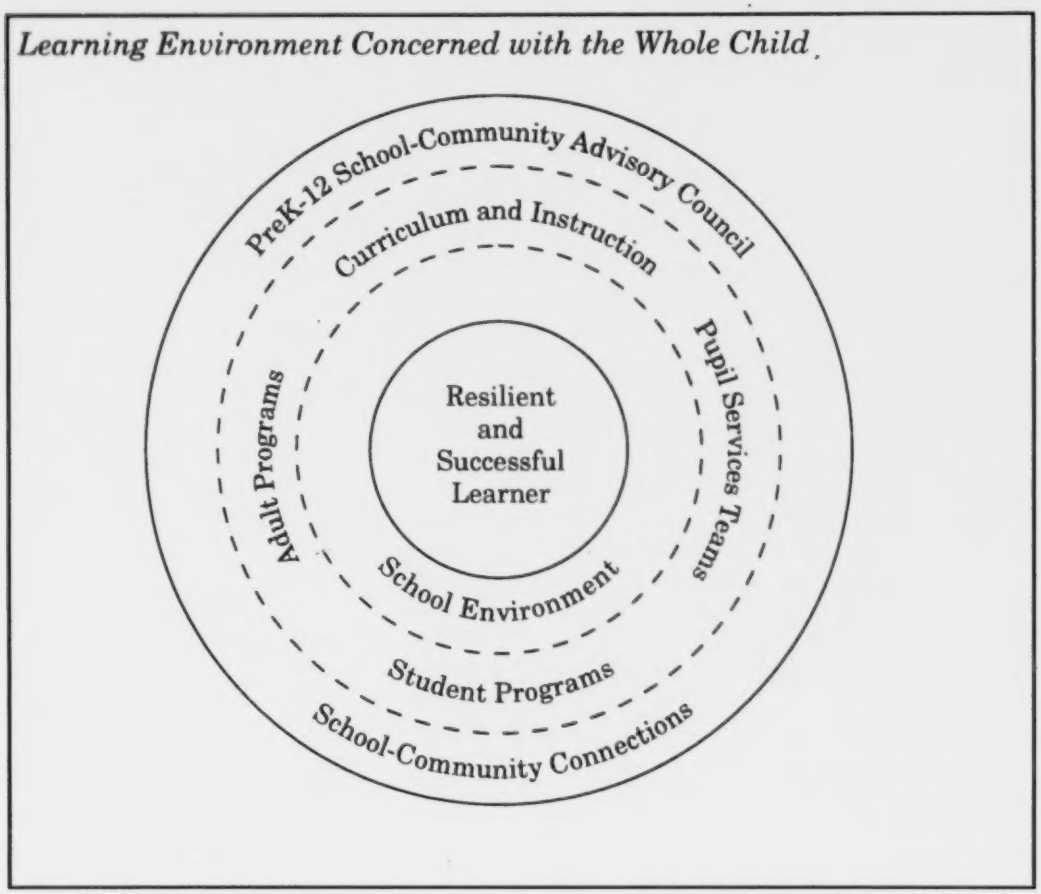
The Framework for Student Services, Prevention and Wellness recognizes that youth risk behaviors are complex and interrelated. There are no easy or simple solutions. Given that each local community has its own unique configuration of problems and resources, it would be impossible to prescribe the "best" approach for every school system, as there are many means to any end.

This framework links youth risk behavior service delivery, the associated models and orientations, and professional disciplines. The Department of Public Instruction will work with school and community members to define and shape the framework and how the department administers related programs in order to be responsive to schools and communities as they seek to integrate youth risk behavior service delivery.

The use of dotted lines and lack of divisions in the graphic is designed to communicate the fluidity of the framework and connections between the components and to the larger overall learning environment. Using a team approach, a continuum of services involving multiple strategies is developed which builds connections among youth programs; across pupil services and academics; between school, family and community; and with special education. Every component is mutually interdependent, interactive, and equally as important.

Figure 1

Framework for Student Services, Prevention and Wellness



Abstracts of Alcohol and Other Drug Abuse (AODA) Grants

Alcohol and Other Drug Abuse Program Grants

This grant appropriates fund for the development or expansion of a school district wide, kindergarten to grade 12 curriculum in prevention of and intervention in alcohol and other drug abuse. If a school district has a curriculum, funds may then be used for the development or expansion of other AODA prevention and intervention programs.

The program must: (1) train teachers and other school staff members in the prevention of alcohol and other drugs by pupils; (2) provide a pupil assistance program to intervene in the abuse of alcohol and other drugs by pupils; (3) develop and implement an alcohol and other drug abuse curriculum for grades K-12; (4) provide instruction to pupils in communication, problem-solving and decision-making, dealing effectively with peer pressure, critical thinking, stress reduction, self-improvement and positive self-esteem; (5) release teachers from duties in order to enable them to participate in training programs.

The program shall coordinate its alcohol and other drug abuse prevention and intervention program with other such programs available in the school district and to the greatest extent possible shall involve pupils, parents, professional school staff, treatment professionals, law enforcement officers and court personnel in the development and implementation of the program.

The school board may establish the program individually or on a cooperative basis with one or more school districts, cooperative educational agencies or county handicapped children's educational boards.

Families and Schools Together Program Grants

This grant appropriates funds for a families and school together program to identify pupils who are 6 to 11 years of age who have a high risk of dropping out school, experiencing alcohol and other drug abuse problems or being adjudicated delinquent. Programs must provide prevention and early intervention activities involving joint school, family and community participation, including mental health and alcohol and other drug abuse program specialists. Grants may be awarded for up to $50,000 to school districts with small and medium memberships and up to $70,000 to school districts with large memberships. School boards may contract with a private, nonprofit organization for the program.

Drug Abuse Resistance Education Grants

This grant appropriates funds for Drug Abuse Resistance Education. Grants are for instruction of pupils in grades three to nine and require law enforcement officers to attend a training program at the Milwaukee County Sheriff's Department or a comparable training program. School boards receiving a grant must contract with a city or county to provide instruction by trained law enforcement officers. Grants may fund up to 100 percent of the cost of the classroom materials and 80 percent of the costs of the contract. Grants may not pay for officer training. No grant may exceed $50,000.

After-School and Summer School Program Grants

This grant appropriates funds of up to $30,000 to fund after-school or summer school programs for pupils in grades 1 to 9. The amount of a grant may not exceed 80 percent of the

cost of the program including in-kind contributions. No more than 7 percent of a grant may be used for administration. Grants may only be awarded to school districts that have a higher than average dropout rate based upon figures submitted to the Department of Public Instruction by LEAs.

To be eligible for a grant, a program must: (1) identify the skills and interests of individual students and help them develop these interests and skills; (2) coordinate the program with the district's programs for children at risk and AODA prevention; and (3) include a school tutoring program for pupils in grades 1 to 9 who are one or more years behind their age group in reading, writing or mathematics or who exhibit other significant academic deficiencies, including poor school attendance. In awarding grants, priorities will be given to projects in which: (a) the tutoring program provides at least one instructor for every six pupils; (b) the school district supplies the instructional materials; (c) the tutoring program serves at least 18 pupils each week; and (d) retired teachers are used.

Alcohol and Traffic Safety Mini Grants

This grant appropriates funds of up to $5,000 to provide school districts, consortiums of schools, or CESAs with short-term "seed" monies for assistance in the planning or development of alcohol and traffic safety education programs. All projects **must** have a primary focus on traffic safety and the impact upon traffic safety due to alcohol and other drug abuse. Community participation is encouraged. LEAs and CESAs previously awarded a grant under this program may apply. Preference may be given to applicants not previously awarded a minigrant. Districts with enrollments over 10,000 may be awarded more than one grant.

Timetable for Grants

AODA Program Grants, Families and Schools Together, DARE, After School/Summer School and Alcohol/Traffic Safety Minigrants.

February 1995	— Distribution of application materials to districts.
April 3 1995	— Completed applications are due to Department of Public Instruction
June 1, 1995	— Notification of application status to districts. An approved copy of the application and grant award will be released upon completion of any necessary revisions.

Criteria Applicable to All State AODA Grants

1. Personnel Involved: Strong projects will demonstrate a high level of community and parent involvement in the development of the project with the focus of a school AODA program in mind.

2. Rationale: Strong projects identify *documented need* of a particular group and a rationale to identify the projects' strengths in addressing that need.

3. Integration: Strong proposals will demonstrate that the project is key to filling an existing gap in the district's programming for AODA prevention. Strong proposals may also facilitate integration of existing prevention and/or youth development programs and services that address AODA and other health/safety issues.

4. Local Plan: Strong projects have appropriate activities designed to meet project-specific objectives. Plan is logical, cost efficient, and within the fiscal year.

5. Evaluation: Strong projects show concrete evaluation efforts designed to measure specific objectives identified in the local plan.

6. Continuation: Strong projects show definite local commitment to continue the project after state funding expires.

To the extent possible, grants shall be distributed equitably throughout the state.

Criteria Specific to AODA Program Grants
PI-1816

1. **Priorities and Eligible Projects for Funding:**

   - Districts who do not have K-12 AODA specific instruction must write a project to fill grade level gaps identified.

   - Districts that do have K-12 curriculum may then write projects which fill other comprehensive program components.

   - Districts which currently have K-12 curriculum but no Student Assistance Program and request funds to develop one, receive priority for funding.

Question: 3

2. **Current Status:** Strong projects detail the programs and services currently in place that the grantee has developed to prevent AODA, other youth risk behaviors, promote health, safety, and wellness for students, staff, and families. Programs and services which have primarily an AODA focus are clearly highlighted or designated. The reader can clearly determine what AODA education is provided to all students on an annual basis.

Question: 7

3. **Training Plan:** Strong projects illustrate that personnel involved in the proposed project have or will receive appropriate training to carry out their role in program implementation.

GRANTS FOR 1995-96 SCHOOL YEAR

GENERAL OVERVIEW

Under 115.36 and 115.362, the Department of Public Instruction shall award grants which are designed to assist minors experiencing problems resulting from the use of alcohol or other drugs or to prevent alcohol or other drug abuse by minors.

These projects are for the development or expansion of a school districtwide, kindergarten through grade 12 curriculum in the prevention of and intervention in AODA. If a school district has a curriculum these projects can be used for the development or expansion of an AODA prevention and intervention program.

CRITERIA FOR 1995-96 AODA GRANTS

The following identifies program requirements, priorities for funding, enrollment categories, and review procedures for the 1995-96 grant cycle:

Program Requirements As part of its AODA program each school board receiving a grant shall have, or be developing, all of the following:

1. Training for teachers and other school staff in the prevention of alcohol and other drug abuse.

2. A pupil assistance program also referred to as a student assistance program, defined as an alcohol and other drug abuse support program involving pupils in individual or group settings operating under conditions established by school board policy, rules and responsibilities.

3. K-12 AODA instruction including but not limited to instruction in communication, problem solving and decision making, dealing effectively with peer pressure, critical thinking, stress reduction, self-improvement, and positive self-esteem.

4. Coordination of the alcohol and other drug abuse prevention and intervention program with other such programs available in the school district and to the greatest extent possible shall involve pupils, parents, professional school staff, treatment professionals, law enforcement officers and court personnel in the development and implementation of the program.

5. Grant requires a local match of 20 percent. Match may be in kind.

Priorities for Funding

- State superintendent shall give priority in awarding grants to school districts using grant funds to develop a pupil assistance program where no pupil assistance program is available.

Enrollment Categories

- The Department of Public Instruction will award funds on a competitive basis in four categories based on school district enrollments. Proposals will be evaluated within their specific enrollment category.

Categories	K-12 Public School Enrollment	Approximate Number of Districts*	Maximum Dollar Amount Per Grant
A	10,000 plus	9	$200,000
B	3,000-9,999	43	45,000
C	1,000-2,999	149	30,000
D	999 or under	225	20,000

*Check most recent district statistics to verify

Individual Districts

Use K-12 public school enrollment to determine funding level.

Consortia of Schools/CESA/CHCEB

- Maximum consortium grant award is $70,000, not to exceed $15,000 per consortium member.
- Administrative costs may not exceed 10 percent.

Category A Districts—10,000 plus enrollment

— Category A Districts are encouraged to submit proposals that are developed and approved at the building level. The grant application for Category A districts must include the "Building Verification Form" (see last page).

— Buildings may form a consortium, or a districtwide plan may be submitted as one proposal; each participating building must submit a "Building Verification Form."

— The total grant to any one district in Category A will not exceed $200,000.

— Within Category A Districts, individual buildings may apply for a maximum dollar amount according to building enrollment (e.g., building enrollments = 1,800, maximum = $30,000); Buildings may apply as a consortium according to the section above. However, the collective grant award to Category A Districts may not exceed $200,000.

Review Procedures

The council under s. PI 32.04 shall review the applications submitted under s. 32.07 and any other applications under this chapter as requested by the state superintendent and make recommendations to the state superintendent regarding the school district applications. These recommendations shall be based on the following criteria and consideration of recommendations made by the county department of community programs.

1. The extent to which the goals and objectives relate to the purpose of the proposed program.
2. The extent to which the program activities are appropriate to the goals and objectives of the proposed program.
3. The extent to which the proposed program activities will be integrated with the school district in meeting the requirements of s. PI 32.06.
4. The adequacy of the schedule of implementation and the extent to which continuation of program activities is ensured after the grant period is completed.
5. Amount and focus of previous AODA program grants.
6. To the extent possible, the grants shall be distributed equitably throughout the state.

Wisconsin Department of Public Instruction
APPLICATION—ALCOHOL & OTHER DRUG ABUSE PROGRAMS
PROJECT GRANTS
PI-1816 (▼ Rev. 11-94)

For DPI Use

INSTRUCTIONS: Complete and return **original** and 4 copies by April 3, 1995, to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
ALCOHOL & OTHER DRUG ABUSE PROGRAM
POST OFFICE BOX 7841
MADISON, WISCONSIN 53707-7841

Collection of this information is a requirement of s. 115.361, Stats.

I. GENERAL INFORMATION

1. Applicant or Agency *Legal Name of Agency*	1b. Grant Type ☐ Single District ☐ Consortium	2. Mailing Address *Street, City, State, Zip*	
3. District Administrator		4. CESA Region	5. Telephone *Area/No*
6. Project Coordinator	7. Enrollment Category (See Table in General Overview) ☐ A 10,000 + ☐ B 3,000-9,999 ☐ C 1,000-2,999 ☐ D 999 or under		8. Telephone *Area/No.*
9. Project Coordinator's Mailing Address, *Street, City, State, Zip*		10. Project Title	
11a. Amount of State Funds Requested $		11b. Total (Include district match, other contributions) $	

II. CERTIFICATION SIGNATURES

Signature of District/Agency Administrator ➤	Date Signed
Signature of School Board/Agency Clerk ➤	Date Signed

III. PROJECT ABSTRACT

A bnef overview of the proposed project. If a consortium of districts, please list all participating districts

15

ASSURANCES

The applicant hereby gives assurance to the State Superintendent of Public Instruction that: (Please check)

- ☐ A. The applicant will maintain its local efforts; i.e., it will use s. 115.362 (2) (a), School Grant Funds to supplement rather than to supplant local efforts, strengthening the fiscal effort made for educational purposes which would not occur in the absence of such funds;
- ☐ B. Funds made available under s. 115.362 (2)(a) and 115.36 will be used only for the approved program, as indicated in the proposal;
- ☐ C. The applicant will use monies coupled from other sources with s. 115.362 (2)(a) and 115.36 funds pursuant to the multiple funding policy in order to avoid conflict and audit exceptions;
- ☐ D. If the proposal has been submitted for funding with other federal, state or local programs or agencies, all such programs or agencies and the date(s) of submittal are listed on an attached sheet;
- ☐ E. The applicant will file financial reports and claims for reimbursement in accordance with procedures prescribed by the Bureau for School Management Services and Federal Aids of the Department of Public Instruction;
- ☐ F. No board or staff member of a Local Educational Agency (LEA) will participate in, or make recommendations with respect to, an administrative decision regarding a program or project if such decision can be expected to result in any benefit or remuneration, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit to him or her or any member of his/her immediate family;
- ☐ G. The Department of Public Instruction will reserve the right to a final audit at the end of the fiscal year of actual expenditures under this contract or at any time during the duration of the proposal period. In the event of an overpayment, the grantee agrees to reimburse the Wisconsin Department of Public Instruction for the amount of such overpayment;
- ☐ H. The applicant will submit a final report to the Department of Public Instruction within 10 days of the project completion date as specified in the grant award;
- ☐ I. The applicant will share project experiences, activities and materials on a cost recovery basis with other interested Wisconsin school districts upon request;
- ☐ J. The applicant will participate in all regional and state meetings held by the Department of Public Instruction for project directors and project teams;
- ☐ K. In connection with performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, age, color, national origin or handicapping condition. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor agrees to post notices where they are readily available to employees and employment applicants. The notices are to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause. Furthermore, the State of Wisconsin Department of Public Instruction operates under an Affirmative Action Plan and under a merit employment system;
- ☐ L. The applicant will provide equal opportunities for individuals to participate in the project experiences in school and community settings regardless of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability;
- ☐ M. All staff employed by the District and designated to work with students on an ongoing basis shall be DPI licensed;
- ☐ N. Administrators and teachers designated to engage in AODA programs under s. 118.126, Stats., have received appropriate training and are aware of the requirements of s. 118.126, Stats.;
- ☐ O. School administrators, principals, pupil services professionals and teachers employed by the school board are aware of the provisions under s. 118.257, Stats., pertaining to liability for referral to police, when referring pupils to law enforcement authorities for removal from school grounds or school sponsored activities as a result of suspicion of possession or consumption of an alcoholic beverage or controlled substance;
- ☐ P. School administrators, principals, pupil services professionals, and teachers employed by the school board are aware of the provisions of s. 118.258, Stats., pertaining to the prohibition of electronic communications devices and that pupils are annually provided with a copy of the board's rules pertaining to this prohibition;
- ☐ Q. School administrators, principals, pupil services professionals and teachers employed by the school board are aware of the provisions of s. 120.12(20), Stats., pertaining to prohibiting the use of all tobacco products on school premises;
- ☐ R. The school district has a professional school employee designated as an AODA program coordinator who holds a license issued by the DPI under ch. PI 3 to administer, coordinate, and implement the AODA program;

  Name of AODA Program Coordinator _____.

  Type of DPI Certification Held _____

- ☐ S. The applicant will participate in statewide evaluation initiatives.

BEST COPY AVAILABLE

IV. NARRATIVE

Responses must be limited to the space provided. Grant reviewers will not consider attachments.

1. **Pupil Assistance Program:** State superintendent shall give priority in awarding grants to school districts using grant funds to develop a pupil assistance program where no pupil assistance program is available.

   a) The district currently has a pupil assistance program in place.
   - ❑ Yes (go to question 2).
   - ❑ No (go to question 1b).

   b) The district is requesting these refunds to develop a pupil assistance program.
   - ❑ Yes
   - ❑ No

2. **Previous Funding:** Indicate each year your district, Category A building, or consortium received an AODA program grant award. *Check all that apply.*

   ❑ 89-90 ❑ 90-91 ❑ 91-92 ❑ 92-93 ❑ 93-94 ❑ 94-95

3. **Current Status:** Describe/list the components the district or Category A building has in place to address AODA and other youth risk behaviors or promote health for staff and students. Highlight those that are primarily AODA-focused.

	Current
Pre K-12 Curriculum and Instruction Specific to Health and Safety Issues.	

Responses must be limited to the space provided. Grant reviewers will not consider attachments.

IV. NARRATIVE (continued)

Responses must be limited to the space provided. Grant reviewers will not consider attachments.

3. **(continued)**

Current

School-Community Advisory Councils

Adult Programs

IV. NARRATIVE (continued)

Responses must be limited to the space provided. Grant reviewers will not consider attachments.

3. **(continued)**

	Current
Pupil Services Teams	
Student Programs	

IV. NARRATIVE (continued)

Responses must be limited to the space provided. Grant reviewers will not consider attachments.

3. (continued)

	Current
School Environment	
School-Community Connections	

IV. NARRATIVE (continued)

Responses must be limited to the space provided. Grant reviewers will not consider attachments.

4. Focus of the Proposal and Rationale All proposals will be considered equally.

A. This project is **primarily** designed to: (check one)

- ☐ Expand the number or scope of components to address AODA and other youth risk behaviors.
- ☐ Coordinate or combine existing AODA and other health/risk behavior components.

B. Describe the accomplishments expected this year with either an expansion or integration focus. Include data which demonstrates a need for this proposed activity.

IV. NARRATIVE (continued)

Responses must be limited to the space provided. Grant reviewers will not consider attachments.

5. Local Plan

Outline the plan proposed: Include major objectives, related activities and a timetable.

Objectives	Related Activities	Timelines

22

IV. NARRATIVE (continued)

Responses must be limited to the space provided. Grant reviewers will not consider attachments.

6. **School/Community Involvement** Describe how nonschool personnel have been or will be involved in development and/or implementation of this project.

7. **Training Plan** Who will be trained? By whom? For what purpose?

IV. NARRATIVE (continued)

Responses must be limited to the space provided. Grant reviewers will not consider attachments.

8. **Continuation Plan** Describe how the project will continue after grant completion.

9. **Evaluation Plan** Describe how the project activities will be evaluated to determine the extent to which the objectives were met.

V. BUDGET DETAIL FOR REQUEST GRANT FUNDS*

1. Purchased Services

A. **Item Name** *Includes all items budgeted under Purchased Services Classification (e.g., consultant, travel, postage, printing, telephone).*	B. **Unit Cost** *Per day consultant fee must be specified. Maximum daily rate is $500*	C. **Estimated Total Cost**	D. **Purpose**
		Total	

2. Non-Capital Objects

A. **Item Name** *Includes all items budgeted under Non-Capital Objects (e.g., materials, supplies, media)*	B. **Quantity**	C. **Cost**	D. **Purpose**
		Total	

*Do not use this area to detail matching funds

VI. SCHOOL PERSONNEL SUMMARY*

List all school personnel to be paid from the grant funds. Release time rates must reflect actual district rates.
No more than a .5 FTE position may be paid with grant funds and may not supplant local funds. ***Attach position descriptions.***

A. Position	B. Responsibilities	C. Salary and Fringes *Specify by FTE hourly/daily rate*
		Total

VII. BUDGET SUMMARY*

Function	Object	(1) Project Funds Requested 1995-96	(2) District 1995-96 In-Kind (20%)
INSTRUCTION Activities dealing directly with interactions between teachers and pupils in classroom situations	Salaries (school staff only)	$	$
	Fringes (school staff only)		
	Purchased Services		
	Non-Capital Objects		
	TOTAL Instruction	$	$
SUPPORT SERVICES Services which provide administrative, technical, and logistic support to facilitate and enhance instruction	Salaries (school staff only)	$	$
	Fringes (school staff only)		
	Purchased Services		
	Non-Capital Objects		
	TOTAL Support	$	$
TOTAL BUDGET		$	$

***Do not use this area to detail matching funds.**

BEST COPY AVAILABLE

CATEGORY A DISTRICTS ONLY
BUILDING VERIFICATION

This form must be submitted along with the application for grant.

Building Name	School District Applicant		
Building Address	Building Telephone No.	No. of Students	Grade Level(s)
Building Person Who Will Serve as Project Coordinator for Building		Telephone No.	

Describe how the building administrator, staff, parents, and community **have been involved in the planning and development of the project application**.

Other Comments:

Signature of Building Principal ➤	Date Signed
Signature of Building AODA Project Coordinator ➤	Date Signed
Signature of Parent/Citizen Member for the AODA Project Committee ➤	Date Signed

CONSORTIUM VERIFICATION

Verification of participation to a CESA or LEA consortium for state competitive alcohol and other drug programs must be made by each participating LEA.

Each of the undersigned certifies that the information contained in this application is complete and accurate, that the local educational agency they represent has authorized them to enter into a consortium agreement and to provide the necessary assurances of compliance with applicable state and federal statutes, rules and regulations pertaining to the State Grant. The administering CESA or LEA shall be the fiscal agent and shall thereby incur and record all expenditures of funds available.

ADMINISTERING LEA	
LEA	Date
Name of LEA Administrator	Signature

PARTICIPATING LEAs *List Alphabetically*	
1 LEA	Date
Name of District Administrator	Signature
2 LEA	Date
Name of District Administrator	Signature
3 LEA	Date
Name of District Administrator	Signature
4 LEA	Date
Name of District Administrator	Signature
5 LEA	Date
Name of District Administrator	Signature
6 LEA	Date
Name of District Administrator	Signature
7 LEA	Date
Name of District Administrator	Signature
8 LEA	Date
Name of District Administrator	Signature
9 LEA	Date
Name of District Administrator	Signature
10 LEA	Date
Name of District Administrator	Signature

UNIFIED SERVICES BOARD VERIFICATION

This form must be submitted along with the grant application

Board Name	School District Applicant

Address

Contact Person who will serve as 51.42 Board Representative

Contact Person's Title

Recommendations

Signature of 51.42 Board Representative ►	Date Signed

Criteria Specific to After School/Summer School Grant PI-1814

Eligibility: only districts who reported a higher than average drop-out rate in grades nine through twelve in the 1993-94 school year may apply.

This information is not available at the time of printing. Eligible districts will be notified by letter at a later date.

After School/Summer School Grant Criteria (continued)

Question: 5

Target Groups: Strong projects serve a clearly defined target group. District has identified concrete methods for skill identification and development.

Question: 6

Coordination with AODA and Children at Risk: Strong projects propose a program which is integrated with the district AODA and Children at Risk programs in areas such as the services provided, referral process or implementation. The proposal demonstrates that the project will be integrated rather than operating in isolation.

Question: 7

Retired Teachers: Strong projects involve retired teachers in roles such as tutors, mentors or coordinators. A clear description of the retired teacher's role is evident.

Question: 8

School and Community Involvement: Strong projects have collaborated with at least one community organization in planning, implementation and/or evaluation. Examples of community organizations include 4-H, Jaycees, Chambers of Commerce, parent groups, and task forces.

Question: 9

Tutoring Program: Strong projects have a tutoring component that serves not more than six students for every one instructor and are targeted to grades one through nine. Pupils are quantifiably identified as being one or more years behind their age group in reading, writing or mathematics or exhibit other significant academic deficiencies.

GRANTS FOR 1995-96 SCHOOL YEAR

GENERAL OVERVIEW

Under 115.361(5) Stats., a school board with the cooperation and support of a community-based organization, may apply to the state superintendent for a grant to fund an after-school or summer school program for pupils in grades 1 through 9. No grant may exceed $30,000.

CRITERIA FOR 1995-96 AODA GRANTS

The following identify criteria and review procedures for the 1995-96 grant cycle:

Program Requirements

Applicants must comply with the following grant conditions:

1. Have cooperation and support of a community-based organization.
2. Provide for community and parent involvement.
3. Maximum of $30,000 per district.
4. Grant may not exceed 80 percent of the cost of the program, including in-kind contributions.
5. No more than 7 percent of the amount will be used for program administration.
6. **Identify** special skills and interests of individual pupils and help pupils **develop** those skills and interests.
7. Coordinate with school district's program for at risk under s. 118.153 Stats.
8. Coordinate with school district's alcohol and drug abuse prevention program.
9. The school district's dropout rate is higher than the state average.
10. The project must include a school tutoring program for pupils in grades 1-9 who are one or more years behind their age group in reading, writing, or mathematics or who exhibit other significant academic deficiencies, including poor school attendance or school work completion problems.

Priorities for Funding

1. Give preference in awarding grants to programs that use retired teachers
2. The tutoring program provides at least one instructor for every six pupils.
3. The school district supplies the instructional materials.
4. The tutoring program serves at least 18 pupils per week.

Review Process

1. The extent to which the goals and objectives relate to the purpose of the proposed program.
2. The extent to which the program activities are appropriate to the goals and objectives of the proposed program.
3. The extent to which the proposed program activities will be integrated with the school district's existing or proposed AODA program and will assist the district in meeting the requirements of s. PI 32.06.
4. The adequacy of the schedule of implementation and the extent to which continuation of program activities is ensured after the grant period is completed.
5. To the extent possible, the grants shall be distributed equitably throughout the state

Printed on Recycled Paper

Wisconsin Department of Public Instruction
APPLICATION—ALCOHOL & OTHER DRUG ABUSE PROGRAMS
PROJECT GRANTS FOR AFTER SCHOOL AND SUMMER PROGRAMS
PI-1814 (▼ Rev. 12-94)

For DPI Use

INSTRUCTIONS: Complete and return **original** and **4** copies by April 3, 1995, to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
ALCOHOL & OTHER DRUG ABUSE PROGRAM
POST OFFICE BOX 7841
MADISON, WISCONSIN 53707-7841

Collection of this information is a requirement of s. 115.361, Stats.

I. GENERAL INFORMATION

1. Applicant or Agency *Legal Name of Agency*	1b. Grant Type ☐ Single District ☐ Consortium	2. Mailing Address *Street, City, State, Zip*	
3. District Administrator		4. CESA Region	5. Telephone *Area/No.*
6. Project Coordinator			7. Telephone *Area/No*
8. Program Coordinator's Mailing Address, *Street, City, State, Zip*		9. Project Title	
10. Amount of State Funds Requested $			

II. CERTIFICATION SIGNATURES

Signature of District/Agency Administrator ➤	Date Signed
Signature of School Board/Agency Clerk ➤	Date Signed

III. PROJECT ABSTRACT

Provide a brief overview of the proposed project. If a consortium of districts, please list all participating districts.

ASSURANCES

The applicant hereby gives assurance to the State Superintendent of Public Instruction that:

- ☐ A. Funds made available under s. 115.361(5)(a) will be used only for the approved program, as indicated in the proposal;
- ☐ B. The applicant will use monies coupled from other sources with s. 115.361(5)(a) funds pursuant to the multiple funding policy in order to avoid conflict and audit exceptions;
- ☐ C. If the proposal has been submitted for funding with other federal, state, or local programs or agencies, all such programs or agencies and the date(s) of submittal are listed on an attached sheet;
- ☐ D. The applicant will file financial reports and claims for reimbursement in accordance with procedures prescribed by the Bureau for School Management Services and Federal Aids of the Department of Public Instruction;
- ☐ E. No board or staff member of a Local Educational Agency (LEA) will participate in, or make recommendations with respect to, an administrative decision regarding a program or project if such decision can be expected to result in any benefit or remuneration, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit to him or her or any member of his/her immediate family;
- ☐ F. The Department of Public Instruction will reserve the right to a final audit at the end of the fiscal year of actual expenditures under this contract or at any time during the duration of the proposal period. In the event of an overpayment, the grantee agrees to reimburse the Wisconsin Department of Public Instruction for the amount of such overpayment;
- ☐ G. The applicant will submit a final report to the Department of Public Instruction within 10 days of the project completion date as specified in the grant award;
- ☐ H. The applicant will share project experiences, activities and materials on a cost recovery basis with other interested Wisconsin school districts upon request;
- ☐ I. The applicant will participate in all regional and state meetings held by the Department of Public Instruction for project directors and project teams;
- ☐ J. In connection with performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, age, color, national origin or handicapping condition. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor agrees to post notices where they are readily available to employees and employment applicants. The notices are to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause. Furthermore, the State of Wisconsin Department of Public Instruction operates under an Affirmative Action Plan and under a merit employment system.
- ☐ K. The applicant will provide equal opportunities for individuals to participate in the project experiences in school and community settings regardless of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability;
- ☐ L. All staff employed by the district for this project and designated to work with students on a tutorial basis shall be under the supervision of a DPI licensed staff person;
- ☐ M. Administrators and teachers designated to engage in AODA programs under s. 118.126, Stats., have received appropriate training and are aware of the requirements of s. 118.126, Stats.;
- ☐ N. School administrators, principals, pupil services professionals, and teachers employed by the school board are aware of the provisions under s. 118.257, Stats., pertaining to liability for referral to police, when referring pupils to law enforcement authorities for removal from school grounds or school sponsored activities as a result of suspicion of possession or consumption of an alcoholic beverage or controlled substance.
- ☐ O. School administrators, principals, pupil services professionals, and teachers employed by the school board are aware of the provisions of s. 118.258, Stats., pertaining to the prohibition of electronic communications devices and that pupils are annually provided with a copy of the board's rules pertaining to this prohibition;
- ☐ P. School administrators, principals, pupil services professionals, and teachers employed by the school board are aware of the provisions of s. 120.12(20), Stats., pertaining to prohibiting the use of all tobacco products on school premises;
- ☐ Q. The school district has a professional school employee designated as an AODA program coordinator who holds a license issued by the DPI under ch. PI 3 to administer, coordinate, and implement the AODA program;

  Name of AODA Program Coordinator _____

  Type of DPI Certification Held _____

- ☐ R. The applicant will participate in statewide evaluation initiatives.

BEST COPY AVAILABLE

IV. NARRATIVE

1. **Historical Perspective** *Provide a brief summary of your district's involvement in AODA and Children at Risk (CAR) to date (e.g., personnel, programs, materials).*

2. **Describe the personnel** involved in developing the proposed project.

IV. NARRATIVE (continued)

Responses must be limited to the space provided. Grant application reviewers will not consider attachments.

3. **Demonstration/Verification of Needs** *Provide summary data or information establishing the need this grant will be directed to meet.*

Provide summary data related to identifying this project's target population (surveys, referrals). Include summary data that helped the district identify programmatic needs (techniques used, needs identified, priority areas).

1993-94 Drop-Out Rate: _____

IV. NARRATIVE (continued)

Responses must be limited to the space provided. Grant application reviewers will not consider attachments.

4. Local Plan *Outline the plan proposed to meet the identified needs: include major objectives, related activities, and timetable.*

Objectives	Related Activities	Timelines

IV. NARRATIVE (continued)

Responses must be limited to the space provided. Grant application reviewers will not consider attachments.

5. **Target Groups to be Served** *Provide number of students to be served. Describe method(s) used to identify special skills and interest of students and methods to develop those skills and interests.*

6. **Coordination with Children at Risk Program and AODA Program** *Indicate how project activities will be coordinated with Children at Risk and AODA programs.*

IV. NARRATIVE (continued)

Responses must be limited to the space provided. Grant application reviewers will not consider attachments.

7. **Use of Retired Teachers** *Describe how retired teachers are used in this project.*

8. **School/Community Involvement** *Describe the coordination with community-based organization(s) and parent involvement*

IV. NARRATIVE (continued)

Responses must be limited to the space provided. Grant application reviewers will not consider attachments.

9. Tutoring Program *Describe the tutoring program. Include number of teachers, their qualifications, and number of students served.*

IV. NARRATIVE (continued)

Responses must be limited to the space provided. Grant application reviewers will not consider attachments.

10. Evaluation Plan

Describe how the proposed project will be evaluated, including quantifiable data which will be used to determine if program objectives were met.

11. Continuation *Describe how the proposed program activities will continue after the grant period is completed.*

V. BUDGET SUMMARY

Function	Object	(1) Total Project Budget	(2) s. 115.361 Project Funds Requested 1995-96 (80%)	(3) Local 1995-96 In-Kind Match
INSTRUCTION Activities dealing directly with interactions between teachers and pupils in classroom situations.	Salaries (school staff only)	$	$	$
	Fringes (school staff only)			
	Purchased Services			
	Non-Capital Objects			
	TOTAL Instruction	$	$	$
SUPPORT SERVICES Services which provide administrative, technical, and logistic support to facilitate and enhance instruction.	Salaries (school staff only)	$	$	$
	Fringes (school staff only)			
	Purchased Services			
	Non-Capital Objects			
	TOTAL Support	$	$	$
TOTAL BUDGET		$	$	$

VI. BUDGET DETAIL FOR REQUESTED GRANT FUNDS*

1. Purchased Services

A. **Item Name** *Include all items budgeted under Purchased Services Classification (e.g., consultant, travel, postage, printing, telephone). (Include salary & fringes of outside, contracted personnel here.)*	B. **Unit Cost** *Per day consultant fee must be specified. Maximum daily rate is $500*	C. **Estimated Total Cost**	D. **Purpose**
		Total	

*Do not use this area to detail matching funds

VII. BUDGET DETAIL FOR REQUESTED GRANT FUNDS*

2. Non-Capital Objects

A. Item Name *Include all items budgeted under Non-Capital Objects (e.g., materials, supplies, media)*	B. Quantity	C. Cost	D. Purpose
		Total	

VIII. SCHOOL STAFF PERSONNEL SUMMARY*

List all school personnel to be paid from the grant funds. ***Attach position descriptions.***

A. Position	B. Responsibilities	C. Salary and Fringes *Specify FTE hourly/daily rate*
		Total

*Do not use this area to detail matching funds.

CONSORTIUM VERIFICATION

Verification of participation to a LEA consortium for state competitive alcohol and other drug programs must be made by each participating LEA.

Each of the undersigned certifies that the information contained in this application is complete and accurate, that the local educational agency they represent has authorized them to enter into a consortium agreement and to provide the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations pertaining to the state grant.

The administering LEA shall be the fiscal agency and shall thereby incur and record all expenditures of funds available.

ADMINISTERING LEA

LEA | Date

Name of LEA Administrator | Signature

PARTICIPATING LEAs
List Alphabetically

1. LEA | Date
   Name of District Administrator | Signature
2. LEA | Date
   Name of District Administrator | Signature
3. LEA | Date
   Name of District Administrator | Signature
4. LEA | Date
   Name of District Administrator | Signature
5. LEA | Date
   Name of District Administrator | Signature
6. LEA | Date
   Name of District Administrator | Signature
7. LEA | Date
   Name of District Administrator | Signature
8. LEA | Date
   Name of District Administrator | Signature
9. LEA | Date
   Name of District Administrator | Signature
10. LEA | Date
    Name of District Administrator | Signature

Criteria Specific to Families and Schools Together Grant PI-1813

Question: 3

Collaboration: Strong projects demonstrate:

1. Use of prevention and early intervention activities as a integral component of the project.

2. Representatives of the school system, community agencies and district families have roles in the project beyond an advisory capacity.

3. Mental health and AODA professionals are utilized beyond an advisory capacity.

Criteria Specific to DARE Grant PI-1828

Question: 5

Integration and Referral: Strong projects demonstrate that DARE complements other AODA programs. There is a plan in place for referring students identified as having AODA concerns to in-school support programs. Classroom teacher involvement in DARE goes beyond an advisory role.

FAMILIES AND SCHOOL TOGETHER GRANTS FOR 1995-96 SCHOOL YEAR

OVERVIEW

Under s. 115.361(3) school board may apply to the state superintendent for a grant to fund a families and school together program designed to identify pupils who are 6 to 11 years of age who have a high risk of dropping out of school, experiencing alcohol and other drug abuse problems or being adjudged delinquent. The program shall provide prevention and early intervention activities involving joint school, family, and community participation, including mental health and alcohol and other drug abuse program specialists.

The state superintendent may award grants of up to $50,000 to school districts with small and medium memberships and grants of up to $70,000 to school districts with large memberships. A school board may contract with a private, nonprofit organization for the program under this subsection.

CRITERIA FOR 1995-96 FAMILIES AND SCHOOLS TOGETHER GRANTS

The following identify priorities, grant conditions, and review procedures for the 1995-96 grant cycle:

Program Requirements

The program provides prevention and early intervention activities involving joint participation of school, family, and community agencies, including mental health and alcohol and other drug abuse program specialists.

Districts applying for first-year funding under 10,000 enrollment are eligible for $50,000. Districts over 10,000 enrollment are eligible for $70 000.

Districts applying for second-year funding are eligible for 80 percent of first-year award. Districts applying for third-year funds are eligible for 40 percent of first-year funds.

The program services pupils 6-11 years old who are experiencing alcohol and other drug abuse (AODA) problems or who are at high risk for dropping out of school or who are in danger of being adjudicated delinquent.

Review Procedures

The following criteria should be considered in the grant review process:

1. The extent to which the goals and objectives relate to the purpose of the proposed program.
2. The extent to which the program activities are appropriate to the goals and objectives of the proposed program.
3. The extent to which the proposed program activities will be integrated with the school district s existing or proposed AODA program and will assist the district in meeting the requirements of s. PI 32.06.
4. The adequacy of the schedule of implementation and the extent to which continuation of program activities is ensured after the grant period is completed.
5. To the extent possible, the grants shall be distributed equitably throughout the state.

Printed on
Recycled Paper

Wisconsin Department of Public Instruction
APPLICATION—ALCOHOL & OTHER DRUG ABUSE PROGRAMS
PROJECT GRANTS/FAMILIES AND SCHOOLS TOGETHER
PI-1813 (▼ Rev. 12-94)

For DPI Use

INSTRUCTIONS: Complete and return **original** and **4** copies by April 3, 1995, to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
ALCOHOL & OTHER DRUG ABUSE PROGRAM
POST OFFICE BOX 7841
MADISON, WISCONSIN 53707-7841

Collection of this information is a requirement of s. 115.361, Stats.

I. GENERAL INFORMATION

1a. App ant or Agency *Legal Name of Agency*	1b. Grant Type ☐ Single District ☐ Consortium	2. Mailing Address Street, City, State, Zip	
3. District Administrator		4. CESA Region	5. Telephone *Area No*
6. Project Coordinator			7. Telephone *Area No*
8. Program Coordinator's Mailing Address, *Street, City, State, Zip*		9. Project Title	
10a. Amount of State Funds Requested $	10b. **Continuation Projects Only** First year funds awarded $_____ year _____		
	10c. Check One ☐ 2nd year application ☐ 3rd year application		

II. CERTIFICATION SIGNATURES

Signature of District/Agency Administrator ➤	Date Signed
Signature of School Board/Agency Clerk ➤	Date Signed

III. PROJECT ABSTRACT

Provide a brief overview of the proposed project. If a consortium of districts, please list all participating districts

IV. ASSURANCES

The applicant hereby gives assurance to the State Superintendent of Public Instruction that: *(Please check)*

- ☐ A. If the proposal has been submitted for funding with other federal, state, or local programs or agencies, all such programs or agencies and the date(s) of submittal are listed on an attached sheet;
- ☐ B. The applicant will file financial reports and claims for reimbursement in accordance with procedures prescribed by the Bureau for School Management Services and Federal Aids of the Department of Public Instruction;
- ☐ C. No board or staff member of a Local Educational Agency (LEA) will participate in, or make recommendations with respect to, an administrative decision regarding a program or project if such decision can be expected to result in any benefit or remuneration, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit to him or her or any member of his/her immediate family;
- ☐ D. The Department of Public Instruction will reserve the right to a final audit at the end of the fiscal year of actual expenditures under this contract or at any time during the duration of the proposal period. In the event of an overpayment, the grantee agrees to reimburse the Wisconsin Department of Public Instruction for the amount of such overpayment;
- ☐ E. The applicant will submit a final report to the Department of Public Instruction within 10 days of the project completion date as specified in the grant award;
- ☐ F. The applicant will share project experiences, activities and materials on a cost recovery basis with other interested Wisconsin school districts upon request;
- ☐ G. The applicant will participate in all regional and state meetings held by the Department of Public Instruction for project directors and project teams;
- ☐ H. In connection with performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, age, color, national origin or handicapping condition. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor agrees to post notices where they are readily available to employees and employment applicants. The notices are to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause. Furthermore, the State of Wisconsin Department of Public Instruction operates under an Affirmative Action Plan and under a merit employment system;
- ☐ I. The applicant will provide equal opportunities for individuals to participate in the project experiences in school and community settings regardless of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability;
- ☐ J. All staff employed by the district for and designated to work with students on an ongoing basis shall be DPI licensed.
- ☐ K. District assures that if it elects to contract out for this program, it will only do so with a private nonprofit or a public organization.
- ☐ L. Administrators and teachers designated to engage in AODA programs under s. 118.126, Stats., have received appropriate training and are aware of the requirements of s. 118.126, Stats.;
- ☐ M. School administrators, principals, pupil services professionals, and teachers employed by the school board are aware of the provisions under s. 118.257, Stats., pertaining to liability for referral to police, when referring pupils to law enforcement authorities for removal from school grounds or school sponsored activities as a result of suspicion of possession or consumption of an alcoholic beverage or controlled substance.
- ☐ N. School administrators, principals, pupil services professionals, and teachers employed by the school board are aware of the provisions of s. 118.258, Stats., pertaining to the prohibition of electronic communications devices and that pupils are annually provided with a copy of the board's rules pertaining to this prohibition;
- ☐ O. School administrators, principals, pupil services professionals, and teachers employed by the school board are aware of the provisions of s. 120.12(20), Stats., pertaining to prohibiting the use of all tobacco products on school premises;
- ☐ P. The school district has a professional school employee designated as an AODA program coordinator who holds a license issued by the DPI under ch. PI 3 to administer, coordinate, and implement the AODA program;

  Name of AODA Program Coordinator _____

  Type of DPI Certification Held _____

- ☐ Q. The applicant will participate in statewide evaluation initiatives.
- ☐ R. Continuation projects assure program activities and services will be maintained at a level consistent with the first year of funding.

BEST COPY AVAILABLE

V. NARRATIVE

Responses must be limited to the space provided. Grant application reviewers will not consider attachments.

1. **Demonstration of Needs** *Provide summary data or information establishing the need for this program in your district.*

   A. Provide summary data related to identifying this project's target population (surveys, referrals, etc.).

   B. Include summary data that helped the district identify programmatic needs (techniques used, needs identified, priority areas).

V. NARRATIVE (continued)

Responses must be limited to the space provided. Grant application reviewers will not consider attachments.

2. Local Plan *Outline the plan proposed. Include major objectives, related activities, and a timeline.*

Objectives	Related Activities	Timelines

V. NARRATIVE (continued)

Responses must be limited to the space provided. Grant application reviewers will not consider attachments.

3. **Collaboration** *Describe how the proposed project provides prevention and early intervention activities involving joint participation of school, family, and community agencies, including mental health and alcohol and other drug abuse program specialists.*

4. **Describe the personnel** involved in developing the proposed project.

V. NARRATIVE (continued)

Responses must be limited to the space provided. Grant application reviewers will not consider attachments.

5. **Continuation** *Describe how the project will continue after grant completion.*

6. **Evaluation Plan** *Describe how the proposed project activities will be evaluated, including quantifiable data, which will be used to determine the extent to which the program objectives listed in the local plan were met.*

Where applicable: attach copy of proposed contract with private, nonprofit organization or public agency.

VI. A. FIRST YEAR PROJECTS: BUDGET SUMMARY

Function	Object	Project Funds Requested 1995-96
INSTRUCTION Activities dealing directly with interactions between teachers and pupils in classroom situations.	Salaries (school staff only)	$
	Fringes (school staff only)	
	Purchased Services	
	Non-Capital Objects	
	TOTAL Instruction	$
SUPPORT SERVICES Services which provide administrative, technical, and logistic support to facilitate and enhance instruction.	Salaries (school staff only)	$
	Fringes (school staff only)	
	Purchased Services	
	Non-Capital Objects	
	TOTAL Support	$
TOTAL BUDGET		$

VI. B. CONTINUATION PROJECTS: BUDGET SUMMARY

Check one:

- ☐ **Third Year Projects: May request up to 40 percent of operating costs (column 2). May not exceed 40 percent of first-year grant funds (column 1).**
- ☐ **Second Year Projects: May request up to 80 percent of operating costs (column 2). May not exceed 80 percent of first-year grant funds (column 1).**

Function	Object	Funds Awarded First Year Column 1	Total Project Budget 1995-96 Column 2	Project Funds Requested 1995-96 Column 3
INSTRUCTION Activities dealing directly with interactions between teachers and pupils in classroom situations.	Salaries (school staff only)	$	$	$
	Fringes (school staff only)			
	Purchased Services			
	Non-Capital Objects			
	TOTAL Instruction	$	$	$
SUPPORT SERVICES Services which provide administrative, technical, and logistic support to facilitate and enhance instruction.	Salaries (school staff only)	$	$	$
	Fringes (school staff only)			
	Purchased Services			
	Non-Capital Objects			
	TOTAL Support	$	$	$
TOTAL BUDGET		$	$	$

If operating costs in column 2 are lower than column 1, and the amount of services has not been reduced, please explain:

VII. BUDGET DETAIL FOR REQUESTED GRANT FUNDS*

1. Purchased Services

A. **Item Name** *Include all items budgeted under Purchased Services* (e.g., contracted personnel salary and fringe, travel, postage, printing, telephone, consultants)	B. **Quantity** *Per day Unit Cost contracted personnel rates must be specified*	C. **Total Cost**	D. **Purpose**
		Total:	

*NOTES:
- Do **not** use this page to detail matching funds.
- Contracted Agency Staff may not be reimbursed in excess of regular salary and fringe rate.
- Attach position descriptions and agency contracts as appropriate.
- Consultant rates may not exceed $500.

VII. BUDGET DETAIL FOR REQUESTED GRANT FUNDS*

2. Non-Capital Objects

A. Item Name *Include all items budgeted under Non-Capital Objects (e.g., materials, supplies, media)*	B. Unit Cost/Quantity	C. Total Cost	D. Purpose
		Total	

3. School Staff Personnel

List all school personnel to be paid from the grant funds. Attach a position description.

A. Position/Name	B. Unit Cost/Quantity (Salary & Fringes)	C. Total Cost	D Purpose
		Total	

*NOTE: Do not use this page to detail matching funds.

VIII. ADDENDUM

FAST Continuation Projects Only

Historical Perspective:

Provide a brief summary of your district's family and schools together program as delivered in previous grant years. Specify personnel involved, numbers of families served, and the types of services provided.

CONSORTIUM VERIFICATION

Verification of participation to a LEA consortium for state competitive alcohol and other drug programs must be made by each participating LEA.

Each of the undersigned certifies that the information contained in this application is complete and accurate, that the local educational agency they represent has authorized them to enter into a consortium agreement and to provide the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations pertaining to the state grant.

The administering LEA shall be the fiscal agency and shall thereby incur and record all expenditures of funds available.

ADMINISTERING LEA

LEA	Date
Name of LEA Administrator	Signature

PARTICIPATING LEAs
List Alphabetically

1. LEA	Date
Name of District Administrator	Signature
2. LEA	Date
Name of District Administrator	Signature
3. LEA	Date
Name of District Administrator	Signature
4. LEA	Date
Name of District Administrator	Signature
5. LEA	Date
Name of District Administrator	Signature
6. LEA	Date
Name of District Administrator	Signature
7. LEA	Date
Name of District Administrator	Signature
8. LEA	Date
Name of District Administrator	Signature
9. LEA	Date
Name of District Administrator	Signature
10. LEA	Date
Name of District Administrator	Signature

DARE GRANTS FOR 1995-96 SCHOOL YEAR

OVERVIEW

Under s. 115.361(2)(am), a school board may contract with a city or county to provide drug abuse resistance education to pupils enrolled in grades 3 to 9. Instruction shall be provided by law enforcement officers employed by the county or city who have been specially trained to provide such instruction. The law enforcement officers may use guest lecturers and others to assist them in providing instruction.

A school board contracting under s. 115.361(2)(am) may apply to the state superintendent for a grant to help fund the costs of the program. *A grant shall fund 100 percent of the cost of the classroom materials for the program and 80 percent of the costs of the contract, except that no grant may exceed $50,000.*

CRITERIA FOR 1995-96 DARE GRANTS

The following identifies priorities, grant conditions, and review procedures for the 1995-96 grant cycle:

Program Requirements

1. Submit school/law enforcement agreement.
2. A grant may fund up to 100 percent of the cost of the classroom materials and up to 80 percent of the costs of the contract. No grant may exceed $50,000.
3. Drug abuse resistance education instruction shall be provided by law enforcement officers employed by the county or city who have been specially trained to provide such instruction.

Priorities for funding will be given to districts not previously awarded a state or federal DARE Grant.

Review Procedures

The following criteria shall be considered in the grant review process:

1. The extent to which the goals and objectives relate to the purpose of the proposed program.
2. The extent to which the program activities are appropriate to the goals and objectives of the proposed program.
3. The extent to which the proposed program activities will be integrated with the school district's existing or proposed AODA program and will assist the district in meeting the requirements of s. PI 32.06.
4. The adequacy of the schedule of implementation and the extent to which continuation of program activities is ensured after the grant period is completed.
5. To the extent possible, the grants shall be distributed equitably throughout the state.

Printed on
Recycled Paper

Wisconsin Department of Public Instruction
APPLICATION—ALCOHOL & OTHER DRUG PROGRAMS
PROJECT GRANTS /DARE
PI-1828 (vRev. 12-94)

For DPI Use

INSTRUCTIONS: Complete and return **original** and **4** copies by April 3, 1995, to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
ALCOHOL & OTHER DRUG PROGRAM
P.O. BOX 7841
MADISON, WI 53707-7841

Collection of this information is a requirement of s. 115.361, Stats.

I. GENERAL INFORMATION

1a. Applicant or Agency *Legal Name of Agency*	1b. Grant Type ☐ Single District ☐ Consortium	2. Mailing Address *Street, City, State, Zip*	
3. District Administrator		4. CESA Region	5. Telephone *Area/No*
6. Project Coordinator			7. Telephone *Area/No*

8. Law Enforcement Designee *(include name and mailing address)*

9. Program Coordinator's Mailing Address, *Street, City, State, Zip*	10. Project Title

11. Amount of State Funds Requested

$

II. CERTIFICATION SIGNATURES

Signature of District/Agency Administrator ➤	Date Signed
Signature of School Board/Agency Clerk ➤	Date Signed
Signature of Law Enforcement Administrator ➤	Date Signed

III. PROJECT ABSTRACT

Provide a clear overview of the proposed project. If a consortium project, please list all participating districts.

IV. ASSURANCES

The applicant hereby gives assurance to the State Superintendent of Public Instruction that: *(Please check)*

- ☐ A. The school board has contracted with a city or county to provide drug abuse resistance education to pupils enrolled in grades 3-9. Instruction shall be provided by trained law enforcement officers employed by the county or city;
- ☐ B. If the proposal has been submitted for funding with other federal, state or local programs or agencies, all such programs or agencies and the date(s) of submittal are listed on an attached sheet;
- ☐ C. The applicant will file financial reports and claims for reimbursement in accordance with procedures prescribed by the Bureau for School Management Services and Federal Aids of the Department of Public Instruction;
- ☐ D. No board or staff member of a Local Educational Agency (LEA) will participate in, or make recommendations with respect to, and administrative decision regarding a program or project if such decision can be expected to result in any benefit or remuneration, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit to him or her or any member of his/her immediate family;
- ☐ E. The Department of Public Instruction will reserve the right to a final audit at the end of the fiscal year of actual expenditures under this contract or at any time during the duration of the proposal period. In the event of an overpayment, the grantee agrees to reimburse the Wisconsin Department of Public Instruction for the amount of such overpayment;
- ☐ F. The applicant will submit a final report to the Department of Public Instruction within 10 days of the project completion date as specified in the grant award;
- ☐ G. The applicant will share project experiences, activities and materials on a cost recovery basis with other interested Wisconsin school districts upon request;
- ☐ H. The applicant will participate in all regional and state meetings held by the Department of Public Instruction for project directors and project teams.
- ☐ I. In connection with performance of work under this contract, the contractor agrees not to discriminate against any employe or applicant for employment because of race, sex, religion, age, color, national origin or handicapping condition. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor agrees to post notices where they are readily available to employees and employment applicants. The notices are to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause. Furthermore, the State of Wisconsin Department of Public Instruction operates under an Affirmative Action Plan and under a merit employment system;
- ☐ J. The applicant will provide equal opportunities for individuals to participate in the project experiences in school and community settings regardless of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability;
- ☐ K. All staff employed by the District and designated to work with students on an ongoing basis shall be DPI licensed.
- ☐ L. The law enforcement officer shall serve in a co-facilitator capacity with the instructor while working with students.
- ☐ M. Administrators and teachers designated to engage in AODA programs under s. 118.126, Stats., have received appropriate training and are aware of the requirements of s. 118.126, Stats.;
- ☐ N. School administrators, principals, pupil services professionals and teachers employed by the school board are aware of the provisions under s. 118.257, Stats., pertaining to liability for referral to police, when referring pupils to law enforcement authorities for removal from school grounds or school sponsored activities as a result of suspicion of possession or consumption of an alcoholic beverage or controlled substance.
- ☐ O. School administrators, principals, pupil services professionals, and teachers employed by the school board are aware of the provisions of s. 118.258, Stats., pertaining to the prohibition of electronic communications devices and that pupils are annually provided with a copy of the board's rules pertaining to this prohibition;
- ☐ P. School administrators, principals, pupil services professionals and teachers employed by the school board are aware of the provisions of s. 120.12(20), Stats., pertaining to prohibiting the use of all tobacco products on school premises.
- ☐ Q. The school district has a professional school employee designated as an AODA program coordinator who holds a license issued by the DPI under ch. PI 3 to administer, coordinate, and implement the AODA program.

  Name of AODA Program Coordinator _____

  Type of DPI Certification Held _____

- ☐ R. The drug abuse resistance education curriculum shall include activities and instruction related to the following: drug use and the consequences involved, resisting pressure to take drugs, importance of using positive role models, building of self-esteem.
- ☐ S. The applicant will participate in statewide evaluation initiatives.

BEST COPY AVAILABLE

V. NARRATIVE

Responses must be limited to the space provided. Grant reviewers will not consider attachments.

1. **Historical Perspective** Provide a brief summary of your district's involvement in AODA to date.

2. **Previous DARE Funding** The district(s) received DARE grant funds from the Department of Public Instruction singly or as a member of a consortium in *Check all that apply.*

1990-91	❑ Yes	❑ No	for grade(s) _____
1991-92	❑ Yes	❑ No	for grade(s) _____
1992-93	❑ Yes	❑ No	for grade(s) _____
1993-94	❑ Yes	❑ No	for grade(s) _____
1994-95	❑ Yes	❑ No	for grade(s) _____

3. **Funding Purpose** Funds requested in this proposal will be used to: *Check all that apply*

❑ Continued DARE instruction for grade(s) _____

❑ Expand DARE instruction for grade(s) _____

V. NARRATIVE

Responses must be limited to the space provided. Grant reviewers will not consider attachments.

4. **Demonstration of Need** Provide summary data or information establishing the need for DARE in your district.

   A. Provide summary data related to identifying this project's target population (surveys, referrals, etc.).

   B. Include summary data that helped the district identify programmatic needs (techniques used, needs identified, priority areas).

V. NARRATIVE

Responses must be limited to the space provided. Grant reviewers will not consider attachments.

5. Describe how DARE will be integrated with other existing district AODA programs and how classroom teachers will be involved. Describe how DARE is involved in the referral process for students who have AODA concerns.

6. Describe the personnel involved in developing the proposed project.

PI-1828

V. NARRATIVE

Responses must be limited to the space provided. Grant reviewers will not consider attachments.

7. **Local Plan** Outline the plan proposed. Include major objectives, related activities a timetable.

Objectives	Related Activities	Timelines

V. NARRATIVE

Responses must be limited to the space provided. Grant reviewers will not consider attachments.

8. **Continuation** Describe how the project will continue after grant completion.

9. **Evaluation Plan** Describe how the proposed project activities will be evaluated, including quantifiable data which will be used to determine the extent to which the program objectives listed in the local plan were met.

VI. BUDGET SUMMARY

Function	* Object	Total Project Budget	S. 115.361 Funds Requested 1995-96
INSTRUCTION Activities dealing directly with interactions between teachers and pupils.	*Purchased Services		(80%)
	Non-Capital Objects		(100%)
	TOTAL BUDGET Instruction		

VII. BUDGET DETAIL FOR GRANT FUND**

1. Purchased Services

A. Item Name *Includes all items budgeted under Purchased Services Classification (e.g., consultant, travel, postage, printing, telephone).*	B. Unit Cost	C. Estimated Total Cost	D. Purpose
		Total.	

* Officer may not be reimbursed in excess of regular hourly rate.

** **Do not use this area to detail matching funds.**

VII. BUDGET DETAIL FOR GRANT FUND**

2. Non-Capital Objects

A. Item Name *Includes all items budgeted under Non-Capital Objects (e.g., materials, supplies, media)*	B. Quantity	C. Cost	D. Purpose
		Total	

* Do not use this area to detail matching funds.

CONSORTIUM VERIFICATION

Verification of participation to a or LEA consortium for state competitive alcohol and other drug programs must be made by each participating LEA.

Each of the undersigned certifies that the information contained in this application is complete and accurate, that the local educational agency they represent has authorized them to enter into a consortium agreement and to provide the necessary assurances of compliance with applicable state and federal statutes, rules and regulations pertaining to the State Grant. The administering LEA shall be the fiscal agent and shall thereby incur and record all expenditures of funds available.

ADMINISTERING LEA	
LEA	Date
Name of LEA Administrator	Signature

PARTICIPATING LEA *List Alphabetically*	
1. LEA	Date
Name of District Administrator	Signature
2. LEA	Date
Name of District Administrator	Signature
3. LEA	Date
Name of District Administrator	Signature
4. LEA	Date
Name of District Administrator	Signature
5. LEA	Date
Name of District Administrator	Signature
6. LEA	Date
Name of District Administrator	Signature
7. LEA	Date
Name of District Administrator	Signature
8. LEA	Date
Name of District Administrator	Signature
9. LEA	Date
Name of District Administrator	Signature
10. LEA	Date
Name of District Administrator	Signature

SCHOOL/LAW ENFORCEMENT INTER-AGENCY AGREEMENT

We the under signed agree, if selected, to participate in the Drug Abuse Resistance Education (DARE) program.

As chief/sheriff, I agree to make my officer available to instruct the DARE curriculum in the school district named within this application. I will, bar emergencies, attempt to limit the officer's absence from the DARE classroom on his/her designated day(s) of instruction. In return, the law enforcement agency will provide the full appropriate number of classroom hours of certified DARE instructor training, and technical assistance at no cost to the participating agency to ensure delivery of the complete DARE program at this grade level. Officer will be required to plan instruction and other related activities with the building principal and the classroom teacher.

Name (type/print):
Signature:
Title:
Department:
Address:
Date:

As school administrator, I agree to provide classroom space and allot appropriate classroom time to the targeted class for delivery of the DARE program. This classroom teacher must be present in the classroom while the law enforcement officer presents the DARE instruction. The classroom teacher will assist with instructional facilities, planning and follow-up if necessary, in the collection of assigned homework and will make bulletin board space available within the classroom.

Name (type/print):
Signature:
Title:
Department:
Address:
Date

ALCOHOL/TRAFFIC SAFETY GRANTS FOR 1995-96 SCHOOL YEAR

OVERVIEW

The purpose of the grant is to provide school districts, consortia of schools, or CESAs with short-term "seed" monies for projects designed to develop and implement alcohol/driver and traffic safety education programs. Projects with this primary emphasis K-12 (single grade or comprehensive) are eligible for consideration. LEAs and CESAs which have previously received a grant under this program may reapply though preference may be given to first-time applicants. Districts with enrollments over 10,000 may receive more than one grant award. No grant will exceed $5,000.

CRITERIA FOR 1995-96 ALCOHOL/TRAFFIC SAFETY GRANTS

The following identifies priorities, grant conditions, and review procedures for the 1995-96 grant cycle:

Program Requirements

1. Projects must supplement, not supplant present local programs.
2. The project must have a primary focus on traffic safety and alcohol and other drug abuse prevention.
3. Project budget may not exceed $5,000.

Review Procedures

The following criteria will be considered in the grant review process:

1. The extent to which the goals and objectives relate to identified needs.
2. Concepts, practices, and techniques are economically feasible and efficient.
3. The number of alcohol/traffic safety grants the district received previously.
4. To the extent possible, the grants shall be distributed equitably throughout the state.

Wisconsin Department of Public Instruction
APPLICATION—ALCOHOL/TRAFFIC SAFETY (ATS)
CHAPTER 20 GRANT PROGRAM
PI-1705 (▼ Rev. 12-94)

INSTRUCTIONS: Complete and return **original** and **three (3) typed** copies by **APRIL 3, 1995**, to:

DEPARTMENT OF PUBLIC INSTRUCTION
STUDENT SERVICES/PREVENTION AND WELLNESS TEAM
ALCOHOL/TRAFFIC SAFETY PROGRAM
P.O. BOX 7841
MADISON, WI 53707-7841

Funding for this program available from s. 346.655(1) Wis. Stats.

For DPI Use

I. GENERAL INFORMATION

1. Administering Agency (Legal Name of Agency)	2. Mailing Address *Street, City, State, Zip*
3. District/Agency Administrator *Name/ Title*	4. Telephone *Area/No*
5. Project Coordinator	6. Telephone *Area/No*
7. Project Coordinator's Mailing Address, *Street, City, State, Zip*	8. Project Title
9. Amount of State Funding Requested	

II. CERTIFICATION SIGNATURES

Signature of District /Agency Administrator ➤	Date Signed

III. PROJECT ABSTRACT

A brief overview of the proposed project.

IV. ASSURANCES

The applicant hereby gives assurance to the State Superintendent of Public Instruction that: *Please check*

- ☐ A. The applicant will maintain its local efforts; ie., it will use School Grant Funds to supplement rather than to supplant local efforts, strengthening the fiscal effort made for educational purposes which would not occur in the absence of such funds;
- ☐ B. Funds made available will be used only for the approved program, as indicated in the proposal;
- ☐ C. The applicant will use monies coupled from other sources with these ATS funds pursuant to the multiple funding policy in order to avoid conflict and audit exceptions;
- ☐ D. If the proposal has been submitted for funding with other federal, state or local programs or agencies, all such programs or agencies and the date(s) of submittal are listed on an attached sheet.
- ☐ E. The applicant will file financial reports and claims for reimbursement in accordance with procedures prescribed by the Bureau for School Management Services of the Department of Public Instruction, and the applicant will submit the final expenditure report, PI-1086, no later than September 30, to the Federal Aids and Audit Section of the Department of Public Instruction.
- ☐ F. No board or staff member of a Local Education Agency (LEA) will participate in, or make recommendations with respect to, an administrative decision regarding a program or project if such decision can be expected to result in any benefit or remuneration, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit to him or her or any member of his/her immediate family;
- ☐ G. The Department of Public instruction will reserve the right to a final audit at the end of the fiscal year of actual expenditures under this contract and/or any time during the proposal period. In the event of an overpayment, the grantee agrees to reimburse the Wisconsin Department of Public Instruction for the amount of such overpayment;
- ☐ H. The applicant will submit a final report to the Department of Public Instruction within 30 days of the completion of the project as specified in the instructions;
- ☐ I. The applicant will share project experience, activities and materials on a cost recovery basis with other interested Wisconsin School Districts upon request;
- ☐ J. The applicant provide equal opportunities for individuals to participate in the project experiences in school and/or community settings and will not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability;
- ☐ K. The applicant will participate in any Department of Public Instruction statewide evaluations.

V. NARRATIVE

Responses must be limited to the space provided. Grant application reviewers will not consider attachments.

1. **DEMONSTRATION/VERIFICATION OF NEEDS**

   Provide summary data/information that relates as to how the project's target population was identified (include specific identification of applicable target groups). Provide summary data that helped the district identify programmatic needs (techniques used, needs identified, priority areas).

2. **ACTIVITIES and TIMELINES**

   Outline the plan proposed. Include objectives, impact desired and a timetable of/for activities.

V. NARRATIVE (continued)

3. **PREVENTION/INTERVENTION**

How does this proposal address Prevention and/or Intervention efforts in regard to Alcohol/Traffic Safety, Underage Drinking, Drinking and Driving, or Underage Drinking and Driving? How will this project be an integrated component of a broader Prevention/Wellness Plan in your district/agency. Explain.

4 **EVALUATION**

How will the effectiveness of this program be evaluated? Provide description of techniques and methodologies that will be employed to assess the program's effectiveness.

V. NARRATIVE (continued)

5. **CONTINUATION**

Describe your district's plans for continuing this program once the State Funding ends. Explain specific steps that will be taken to maintain/continue this program after the grant period.

VI. BUDGET INFORMATION

1. Budget Summary

Function	Object	Amount
Instruction	Salaries	
	Fringes	
	Purchased Services	
	Non-Capital Objects	
	Total Instruction	$
Other Support Services	Salaries	
	Fringes	
	Purchased Services	
	Non-Capital Objects	
	Total Other Support Services	$
	Total Budget	$

VII. BUDGET DETAIL

1. Purchased Services

A. Item Name *Includes all items budgeted under Purchased Services Classification (e.g., consultant travel, postage, printing, telephone)*	B. Unit Cost	C. Estimated Total Cost	D. Function

2. Employee Salary/Wage/Fringe Information
List all school personnel to be paid from the grant funds. Release time rates must reflect actual district rates. Grant funds may not supplant local funds.

A Item	B Position Title Responsibilities	C Salary and Fringes

3. Noncapital Objects (consumable items and materials; attach additional sheet if needed)

A Item Name	B Quantity	C Cost	D Function

CONSORTIUM VERIFICATION

Verification of participation to a LEA consortium for state competitive alcohol and other drug programs must be made by each participating LEA.

Each of the undersigned certifies that the information contained in this application is complete and accurate, that the local educational agency they represent has authorized them to enter into a consortium agreement and to provide the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations pertaining to the state grant.

The administering LEA shall be the fiscal agency and shall thereby incur and record all expenditures of funds available.

CONSORTIUM LEAs

1. LEA		Date
Name of LEA Administrator	Signature	
2. LEA		Date
Name of LEA Administrator	Signature	
3. LEA		Date
Name of LEA Administrator	Signature	
4. LEA		Date
Name of LEA Administrator	Signature	
5. LEA		Date
Name of LEA Administrator	Signature	
6. LEA		Date
Name of LEA Administrator	Signature	
7. LEA		Date
Name of LEA Administrator	Signature	
8. LEA		Date
Name of LEA Administrator	Signature	
9. LEA		Date
Name of LEA Administrator	Signature	
10. LEA		Date
Name of LEA Administrator	Signature	

Checklist for Reviewing Grants Before Submission

- ☐ 1. Certification signatures are original. No stamps used, no signatures are missing.
- ☐ 2. Amount of funding requested on page one matches budget page and does not exceed limitations.
- ☐ 3. All assurances are checked and the district is in compliance.
- ☐ 4. Narrative questions are answered using only the space provided.
- ☐ 5. No attachments are present other than those required as stated on the application.
- ☐ 6. Budget summary is complete with requested purchases on the proper line. District business manager is in agreement with line item placement.
- ☐ 7. District business manager has been provided with a copy of proposed project.
- ☐ 8. Budget detail matches budget summary and funding requested. No items are repeated in detail. Both budget summary and budget detail equal the same amount.
- ☐ 9. No capital objects are requested for funding.
- ☐ 10. Where applicable, consortium verification form and other required forms are accurate and contain original signatures.
- ☐ 11. Each position funded with grant monies is described with a position description including credentials, and is attached to the grant application.

Budget Category Definitions

Instruction Activities dealing with teachers and pupils in a classroom situation.

- **Salaries:** for actual classroom instruction personnel teaching AODA specific information.
- **Fringe:** insurances and retirement associated with #1 above.
- **Purchased Services:** guest speakers, training for students (i.e., teen workshops, school assemblies).
- **Non-Capital Objects:** educational materials and supplies for classroom use (i.e., curriculum packages, books, etc.).

Support Services those which provide non-instructional assistance to students, staff and community.

- **Salaries:** release time for classroom teachers, extended contract time, coordination salaries, clerical support staff, substitutes.
- **Fringe:** insurances and retirement associated with #1 above.
- **Purchased Services and Other Service Providers:** stipends for outside speakers for staff and community, teacher training and conferences, consultants, travel costs, phone, postage and printing.
- **Non-Capital Objects:** professional resource materials (i.e., magazine subscriptions, reference materials, and/or informational materials for SAP, SADD, etc.).
- **Indirect Costs:** only for districts that have applied for approved indirect costs.

General Fiscal Requirements for State Alcohol and Other Drug Abuse (AODA) Grants

Program	Fiscal Requirements
Drug Abuse Resistance Education Maximum grant of $50,000	Pays up to 80% of contract to Law Enforcement Pays up to 100% of classroom materials No capital objects
After School and Summer School Programs	Maximum grant of $30,000 Pays up to 80% of the project including in-kind No capital objects
Families and Schools Together	Districts over 10,000 enrollment eligible for $70,000 grant; districts under 10,000 eligible for $50,000 grants No capital objects
AODA Program Grants	Districts are eligible according to enrollment (see chart on grant application) 20% local match (in kind or cash) No supplanting of funds No capital objects
Alcohol/Traffic Safety Mini Grants	Maximum grant award of $5,000 No capital objects No supplanting of local funds

Reports and Forms

A. Program Fiscal Report

Form PI-1086 is used to report allowable program expenditures. The claim is a summary report. Detail to support the claim, such as purchase orders, is maintained by the district.

It may be appropriate for an AODA Project Director to assist in preparing the claim. However, the office of Management and Budget's Compliance Supplement for Single Audits requires auditors to review administrative controls. Auditors review procedures for preparing claims, sample claims for completeness and monitor for proper reconciliation of claims to the district's general ledger. When the LEA business office is not in charge of such activities, audits have cited material administrative control weakness as a noncompliance exception.

In general, LEAs may submit claims monthly or less frequently if desired. Normally LEAs determine the frequency of submission based upon their cash flow needs. After the June 30 ending date, 90 days is provided to complete payments on obligations made during the program period and to submit a final claim (i.e., no later than September 30). Reimbursable expenditures must be in accordance with the approved program budget. Reimbursement may not exceed the total approved budget.

Advance payments based on valid reported encumbrances are authorized under most programs. However, the federal government prohibits advances from exceeding a 30-day cash supply. In addition, when cash receipts total 80 percent of the approved budget, remaining payments will revert to a reimbursement basis.

Reporting Matching Funds

Various state allocations of AODA monies require matching local costs. These costs should be reported on the claim form below funded costs when requests for reimbursement are made. Two types of cost may be used as the local district's match. They may be either in-kind costs or direct costs.

In-kind costs are best illustrated as costs incurred by the district in excess of funded costs for a particular operation. The most frequent incidence of in-kind costs are when a project funds release time for a teacher to participate in training or some sort of inservice. The difference between the substitute teacher costs (which usually are funded) and the actual teacher's hourly salary rate would be in-kind costs. Another source of in-kind costs would be time volunteered by people in the community. It is advisable to recognize such contributions by letter to the contributor for an audit trail.

Direct matching costs would be costs incurred by the district in excess of what is funded. As an example, perhaps $500 was approved for materials in the grant. If the district actually spent $700 for materials, the difference would be direct match.

AODA Program Grants require 20 percent matching local costs. If match is not reported, the claim is reimbursed at 83.33 percent after January 1 of the program year.

The After School and Summer grants require 20 percent matching local costs. Such grants are reimbursed at 80 percent after January 1 if no match is reported on the claim.

The state DARE grants require 100 percent of the officers' costs to be reported, and they are reimbursed at 80 percent. Often the police departments provide 20 percent portion of the costs, but they still must be reported on the claim form. Materials are funded at 100 percent.

The FAST grants and student mini-grants do not require matching costs. The Alcohol/ Traffic Safety grants do not require matching funds.

A sample Program Fiscal Report (PI-1086) is included in the Appendix of this handbook. For specifics on claim submission or payment status please contact the appropriate Federal Aids and Audit Section staff person, Lora Lind, at (608) 267-9199.

Upon receipt of an approvable claim, a check is normally mailed by DPI within 30 days. To facilitate rapid turnaround, please mail all claims to:

Department of Public Instruction
Federal Aids and Audit Section
PO Box 7841
Madison, WI 53707-7841

B. Budget Change Request

This form should be used to make budget and program changes during the school year. Budget revisions are allowable, with the approval of the Department. Form PI-1824 is the standard format for requesting budget revisions (see appendix). Submit budget revision requests far enough in advance to allow for approval prior to expenditure. Requested change in budget and the reason for the change must be included for the request to be approved. Budget change requests are not valid without the original signature of the project coordinator.

Wisconsin Elementary and Secondary School Accounting System Fund, Source, and Project Numbers for State AODA Grants

Fund	Source	Project	Program
10	630	390	Drug Abuse Resistance Education
10	630	392	Families and Schools Together
10	630	393	After School and Summer School Programs
10	630	395 or 397*	Alcohol and Drug Abuse Programs
10	630	396	Alcohol/Driver and Traffic Safety
10	630	398	Pupil AODA ($1,000 Student Mini-Grants)

*As specified on the grant award document

State AODA Funds For Nonpublic Schools

Nonpublic schools are not eligible to receive any of these funds directly. School districts at their option may provide services to nonpublic school students and staff as part of their comprehensive K-12 AODA program.

Allowable Services to be Provided to Nonpublic School Students and Staff

If a public school district decides to serve nonpublic school students and or staff, the same regulations that apply to Federal Chapter I and II funds apply to these state AODA funds.

Public Schools:

1. Cannot issue payments to nonpublic schools.
2. Can provide instruction to nonpublic school students only at a neutral or public location. Can provide instruction at the nonpublic school by utilizing the Educational Telephone Network or closed circuit T.V.
3. Can pay stipends to nonpublic school *teachers* for AODA inservice activities. These stipends should be provided on the same basis as those provided to public school teachers.

Appendixes

A. Student Services, Prevention and Wellness Team

B. CESA AODA Education Network Facilitators

C. CESA Human Growth and Development Coordinators

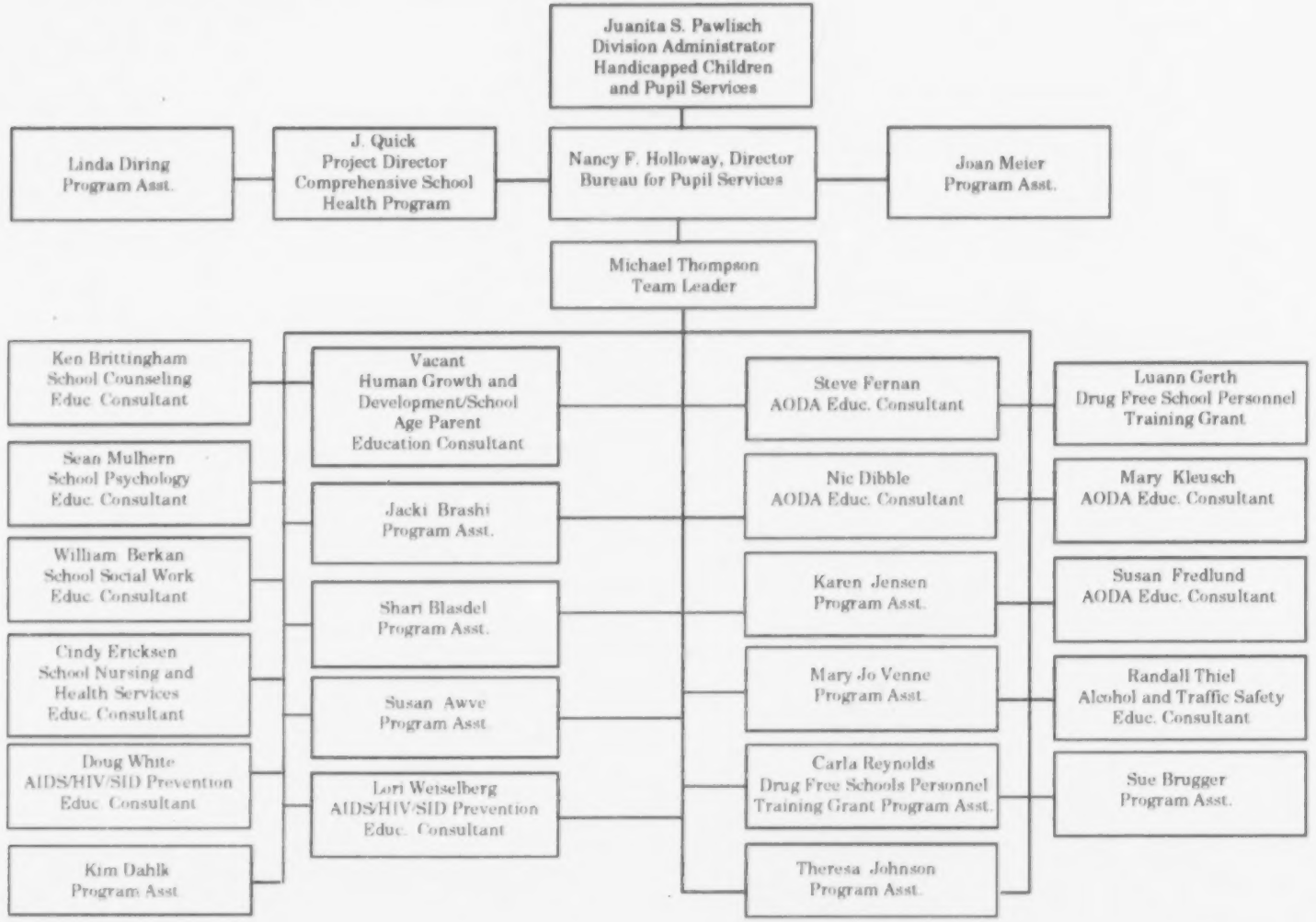
D. 51.42 Unified Services Boards

E. PI-1086 Program Fiscal Report Form

F. PI-1824 Budget Change Request Form

Appendix A

Student Services, Prevention and Wellness Team



CESA AODA Education Network Facilitators

Larry Trine, Facilitator
CESA #1
2930 S. Root River Parkway
West Allis, WI 53227
(414) 546-3000

Jim Kampa, Facilitator
CESA #2
430 East High Street
Milton, WI 53563
(608) 755-2311/2368

Don Pecinovsky, Facilitator
CESA #3
1300 Industrial Drive
Fennimore, WI 53809-9702
(608) 822-3276

Carrol Hunder, Facilitator
CESA #4
1855 E. Main Street
Onalaska, WI 54650
(608) 785-9371

Kristin Long, Facilitator
CESA #5
626 East Slifer Street
PO Box 564
Portage, WI 53901
(608) 742-8811

Jackie Schoening, Facilitator
CESA #6
2300 Ripon Road
PO Box 2568
Oshkosh, WI 54903
(414) 233-2372

Mary Miller, Facilitator
CESA #7
595 Baeten Road
Green Bay, WI 54304
(414) 492-5960

Jeff Bentz, Facilitator
CESA #8
223 West Park
PO Box 320
Gillett, WI 54124
(414) 855-2114

Jaye Bessa, Facilitator
CESA #9
328 North 4th Street
Tomahawk, WI 54487
(715) 453-2141

Gladys Bartelt, Facilitator
CESA #10
725 West Park Avenue
Chippewa Falls, WI 54729
(715) 723-0341

Bonnie Cook, Facilitator
CESA #11
PO Box 246
Elmwood, WI 54740
(715) 639-4201

Gail Syverud, Facilitator
CESA #12
618 Beaser Avenue
Ashland, WI 54806
(715) 682-2363

Appendix C

CESA Human Growth and Development Coordinators

CESA 1
Mary Galvin-Santos
2930 South Root River Parkway
West Allis, WI 53227
(414) 546-3000
FAX: (414) 546-3095

CESA 2
Barbara Furlong
430 East High Street
Milton, WI 53563
(608) 758-6232
FAX: (608) 868-4864

CESA 3
Diane Hutchison
Route 1, Industrial Drive
PO Box 5A
Fennimore, WI 53809-9702
(608) 822-3276
FAX: (608) 822-3828

CESA 4
Lance Ellman
1855 East Main Street
Onalaska, WI 54650
(608) 785-9364
FAX: (608) 785-9777

CESA 5
Joyce Unke
626 East Slifer Street
PO Box 564
Portage, WI 53901
(608) 742-8811
FAX: (608) 742-2384

CESA 6
Nancy Winkler
PO Box 2568
Oshkosh, WI 54903
(414) 233-2372
FAX: (414) 424-3478

CESA 7
Nancy Collins
595 Baeten Road
Green Bay, WI 54304
(414) 492-5960
FAX: (414) 492-5965

CESA 8
Nancy Estrem-Fuller
223 West Park Street
Gillett, WI 54124
(414) 855-2114
FAX: (414) 448-5491

CESA 9
Lynn Thorn
328 North 4th Street
PO Box 449
Tomahawk, WI 54487
(715) 453-2141
FAX: (715) 453-7519

CESA 10
Mary Lorberter
725 West Park Avenue
Chippewa Falls WI 54729
(715) 723-0341
FAX: (715) 723-0341

CESA 11
Karen Chilson
PO Box 728
Cumberland WI 54829
(715) 822-4711
FAX: (715) 839-6130

CESA 12
Brooke Magid Hart
618 Beaser
Ashland, WI 54806
(715) 682-2363
FAX: (715) 682-7244

51.42 Unified Services Board

The major responsibility of the 51.42 Unified Services Board is to develop and budget for a comprehensive program insuring continuous care for the mentally ill, developmentally disabled, and alcohol and drug abusers in the local community. The board must provide the following services: prevention, diagnosis, evaluation, inpatient, outpatient, residential care, partial hospitalization, precare, after-care, emergency care, rehabilitation, supportive transitional care, professional consultation, public information and education, related research, an inservice training.

Some of the above services are provided and controlled by the boards themselves while others are contracted from various private, voluntary and public agencies. An appointive planning committee is required to assess the needs of the community. Local citizens and organizations are encouraged to provide suggestions and plans.

The plan must address the needs of the alcoholic and drug abuser, including establishment of goals, priorities and estimated costs. Provisions must be made for coordination of local services and continuity of care. Available community resources must be utilized and new resources developed.

Under state legislation, funds are available to a county based on its population and availability of state funds. Programs are reviewed by county boards of supervisors and the regional offices of the Division of Community Services. Final approval and allocation are made after review by the Department of Health and Social Services.

Section 51.42 (Wis. Stats.) was enacted into law on January 1, 1977, due to nationwide dissatisfaction with institutionalized and custodial care. Wisconsin counties thus became responsible for providing services in alcohol and drug abuse, developmental disabilities and mental health. The Legislation requires this to be done through community boards or boards appointed by a county board of supervisors.

Counties may form any of the following:

1. A 51.42/.437 board to provide all mental disability services; or

2. Two separate boards
   a. Unified Services Board (s. 51.42 board) for mental health and alcohol and drug abuse services, and
   b. Developmental Disabilities Services Board (s. 54.437 board) for developmental disabilities only.

3. A community human services board under 2.46.23 in place of the s. 51.42 board or s. 51.437 board.

For further information regarding Unified Services Boards, contact your local board or the Community Services Division at the Wisconsin Department of Health and Social Services, (608/266-3444 or 266-2754).

Wisconsin Department of Public Instruction
PROGRAM FISCAL REPORT
PI-1086 (♥ Rev. 2-93)

Refer to instructions on reverse side.

Mail to: **WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION**
FEDERAL AIDS AND AUDIT SECTION
P.O. BOX 7841
MADISON, WI 53707-7841

Project Number	District/Agency Legal Name	Report for Period Ending	Program *Specify*

Project Name	Project Beginning Date	Project Ending Date

SUMMARY

Report Project Transactions by Account

Account Code	Account Name	Approved Budget	Unliquidated Encumbrances	Total Disbursements to Date	Unencumbered Balance
	TOTAL ➤	$	$	$	$

Sample

Cash Summary			Type of Report *(Check appropriate box(es))*	Amount Requested	FOR DPI USE ONLY AMOUNT APPROVED
Total Funds Received to Date	Total Disbursements to Date	Cash on Hand at End of Period	☐ Advance ☐ Final Claim ☐ Partial Claim ☐ Encumbrance Report		
$	$	$		$	$

CERTIFICATION

I CERTIFY that all receipts and disbursements reported here are properly substantiated and reconciled with the financial transactions of this district's/agency's general ledger, and have not been claimed under any other state or federal program

Signature of District/Agency Administrator	Date	Name of Person Preparing Report	Telephone *Area/No.*
➤			

Instructions for: **PROGRAM FISCAL REPORT**

Report for Period Ending: Record the month and year through which this report is completed.

Program: *Specify the federal or state grant program*, i.e., Chapter 1, Alcohol and Other Drug Abuse.

Project Beginning Date: Report the DPI approved beginning date. Funds may not be expended or obligated prior to this date.

Project ending Date: As stated in your approved contract.

Account Code: List all account codes as used in your approved project budget.

Account Name: Report the name of the account corresponding to the account code.

Approved Budget: Enter the amounts approved for each account as stated in your contract.

Unliquidated Encumbrances: Report unpaid obligations (i.e., payables, open purchase orders, personal service contracts, etc.) Encumbrances should be liquidated on the final report.

Total Disbursements to Date: Report the cumulative amount of project payments as recorded on your general ledger. (Do not include payables.)

Unencumbered Balance: Report the amount of funds that have neither been obligated nor disbursed.

Cash Summary: Total funds received ***minus*** total disbursements to date ***equals*** cash on hand at the end of period. ***Cash on hand at end of period often is a negative figure.***

Amount Requested: If an advance is requested, the amount may not exceed a 30-day cash supply.

Additional questions regarding the completion of this report may be directed to the Federal Aids and Audit Section:

Section Chief	Allen E. Vick	(608) 266-2428
Account Specialist:	Lora Lind	(608) 267-9109

Wisconsin Department of Public Instruction
BUDGET CHANGE REQUEST
for Alcohol and Drug Abuse Programs
PI-1824 (♥ Rev. 6-94)

INSTRUCTIONS: Complete and return to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
BUREAU FOR PUPIL SERVICES
ATTN: AODA PROGRAMS
P.O. BOX 7841
MADISON, WI 53707-7841

School District	Project Title
Project Coordinator	**Project Year** *Check One*
	☐ 1994-95 ☐ 1993-94 ☐ Other *Specify* _____

Funding Source *Check*

☐ DARE ☐ Families and Schools Together ☐ After School
☐ Federal (Drug Free Schools) ☐ Chapter 20 (Traffic Safety) ☐ AODA Program Grant

I. BUDGET CHANGE REQUEST

Function	Object	Budget Item: Current	Budget Item: Change Request
INSTRUCTION Activities dealing directly with interactions between teachers and pupils	Salaries (school staff only)	$	$
	Fringes (school staff only)		
	Purchased Services		
	Non-Capital Objects		
SUPPORT SERVICES Services which provide administrative, technical, and logistic support to facilitate and enhance instruction	Salaries (school staff only)		
	Fringes (school staff only)		
	Purchased Services		
	Non-Capital Objects		
Project Total may not exceed grant award	**PROJECT TOTAL** ➤	$	$

Rationale for Budget Change *(For Drug Free Schools, include objective/activity sheet. CESA AODA Network contributions should be reflected under Purchased Services/Support and Services.)*

II. SIGNATURES

Signature of School District Project Coordinator	Date Signed
➤	

DPI ACTION

☐ Approved ☐ Not Approved *See reasons below.*

Signature of DPI Consultant	Date Signed
➤	

Reason(s) for Nonapproval

cc: District Project Coordinator DPI Fiscal Management DPI Project Consultant